

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 7 Checklist–CORPORATION

Voluntary Petition Minimum Filing Requirements

- ☐ Filing Fee (Local Rule 5080-1): Cashier's check, cash, money order, credit card payment, or check drawn on the account of the filing attorney made payable to "Clerk, U.S. Bankruptcy Court" for \$335.00. **(Checks from debtors will not be accepted)**

Original only of the following:

- ☐ Voluntary Petition (Official Form 1), signed by debtor(s) and attorney/petition preparer. *Pursuant to Local Rule 9011-2, **a corporation may not file a petition without an attorney.**
- ☐ Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership (Official Form 2)

Required Documents to be Filed With or Within 2 Days of Filing the Voluntary Petition

- ☐ Mailing matrix
creditor listing in alphabetical order with correct addresses,
not to exceed 4 lines in Courier 10, Prestige Elite, or Letter Gothic
font. *See* Local Rule 1007-1
NOTE: List of Creditors may be submitted via email; instructions are available on
the Court's website at:
<https://www.utb.uscourts.gov/forms/list-creditors-instructions>

Required Documents to be Filed With or Within 14 Days of Filing the Voluntary Petition

Original only of the following:

- ☐ Statement of Financial Affairs (Official Form 7)
- ☐ Schedules A through J and Perjury Statement for Schedules signed by the debtor(s)
(Official Form 6A - 6J)
- ☐ Summary of Schedules (Official Form 6 - Summary)
- ☐ Statistical Summary of Certain Liabilities (Official Form 6 - Summary)
- ☐ Disclosure of Compensation of Attorney For Debtor (Official Form B203)

Official Bankruptcy Forms may be obtained from the U.S. Courts' website
www.uscourts.gov/bkforms/index.html.

Refer to Local Rules 1007-1 and 5005-1 for Filing Papers-Requirements

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